

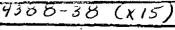
APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE Application Date 1/25/83 Application Number	1. Agency Address Georgia Ports Authority Adminstration Division, Port Police P. O. Box 2406 Savannah, Georgia 31402	FOR RECORDS MANAGEMENT USE Application Number 79-137-A Date Received Date Completed JAN 2 8 1983 FEB 9 1983			
2. Person to Contact William L. Kilroy, Jr	Working Title Chief of Port Pol	Telephone Number			
b. Dispose of present acc c. X Amend Application N 4. Dates of Series Earliest Latest	chedule; record will continue to accumulate. cumulation; no further accumulation anticipated. o. 79-137				
1969 To Date	Visitor Code - 1024 What is the function of the Division and the Office in	which this record esting is prosted?			
of all decal records, going trucks), interresting of security personnel), physical of the Port). Maintatraining for Port Polparking plan and main	thent is responsible for vehicle security logging of non- registered vehicles, propal security (conducting record checks for procedures for integrity, investigation in security (conducting rolling patrols and ain fire prevention systems, conduct fire lice personnel. Enforces traffic ordinance trains liaison with other agencies; example veillance, investigation and pilferage ac	cessing of incoming and out- all new personnel, periodic to background for Port Police key patrols through all areas prevention and fire fighting es, develops and maintains e, Coast Guard, F.B.I., G.B.I.			
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if any):			
Documents relating to:	Persons entering the Port facilities for visiting a vessel in Port.	es for the purpose of boarding and			
Included are:	Visitor Code - 1024 - Form showing: date entering, date leaving, gate, gate officer, vehicle desceiption, tag registration, driver information, passenger information, destination, reason for visiting G.P.A., pass attached, remarks, officer's signature.				
File is arranged:	Alphabetically by ship name.				
twenty-five months and older	How often are records referred to which are: 2 ; Seven to twelve months old; Thirteen to;				
Annual Rate of Accumulation Letter-size drawers	n of Re∞rds ; Leyal-size drawers1 ; Shelves;	t			
AR-50-71; Rev. 76	(Over)				

YES NO 10. Questionnaire	S NO 10. Questionnaire (Place an "X" in the proper column)				
1 () ;	a. Is this the official copy of the series?				
If not, where i				The state of the s	
	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.				
X c. Is this a vital r	ecorar		A second	1	
	s have historical or lo				
			necessary to keep the entire file for a long po		
			published? If yes_attach.copy.		
g. Is the informa	•		analyzed and/or recorded in a summarized re		
A If yes, attach o	opyyqo		<u> </u>	Haran and harangan njanansananan mana je za sagah dan probannan njang ng	
X If yes, where?	U. S. Customs.	n your offic U. S. I	mmigrations, Metro Drug Squad,	Savannah Police	
manage of the form of the second seco	r a major portion of	it) regularly	microfilmed?		
I A I i. Does the recor	d series result in a co	mputer prin	teut?		
11. Retention Requirements	The folto	owing requir	es the series to be kept:	,	
a. State Law		years.	d. Audit period	years.	
_			e. Administrative need		
c. Federal law	— ———————————————————————————————————	_years.	f. Federal retention instructions	, years.	
A		1 1 1 1 1	en manuel e netati	, ž	
Attach copy or excerpt of		•	nistrative need. The Park		
Office referen			en particular de la companya della companya della companya de la companya della c		
			international control of the control		
	eges Tomograph Tomos	<u> </u>	. <u>Grander i na impara i la ma</u>		
12. Approved Disposition Inst	ructions — This age	ncy recomm	ends that the file series be cut off at the end	of each:	
and the second of the second o	🛵 Calen	dar Year; [Fiscal Year; Other	then,	
☐ Hold in the current files areamonth(s)year(s); then ☐ Transfer to local holding area, hold					
		•			
•		ļ	``		
	e e e e e e e e e e e e e e e e e e e				
* h. Chatham Coun		g Enforç	ement Agency.	•	
•	• •		The state of the s		
•	and the second s		Performance of the property of the second	,	
ాయానికి మంది కార్లు ఉంది. కార్వాలోనించి కార్లు కేర్లు కార్లు కారుకుండానికి కార్లు కూడికి కార్లు మండి కార్లు కార్లు కోరం కోతండి కోర్లు కార్లికి కార్లుకుండి కారణండి క్రిమ్మ్ కార్లు కార్లు కార్లు కార్లు కార్లు					
• .	:				
These instructions apply to	o all prior and future	accumulatio	ons of the series		
those mad detons apply to	o an prior and recure	accamalacie	or the series.		
A 11 1/m 1 /01					
Agency Head/Designee (Signa	ture)	Date	Records Management Officer (Signature)	Date	
Co Stud	1-:	21-87	(and Wostley	1-26-13	
·		t til e telgringer, gelingsvirteled s			
Recommendations in para-		·	State Records Committee (Signat	ure) Date	
graph 12 are approved.	State Auditor/D	esignee '	housthuill	12/0/83	
(If disapproved, attach letter of explanation.)	Secretary of State	· · · · · · · · · · · · · · · · · · ·	4 dwarf Wedr-	2-/3/83	
	_				
M 60 74 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Attorney General		Shughe		
AR-50-71; Rev. 76		<u>(F</u>	Reverse Side)		





AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTOI RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

	Attention: Scheduling	Section.		
	FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE	
,401	gication Date	Georgia Ports Authority	Application Number	
	8/1/79	Administration Division, Port Police Post Office Box 2406	79-137	
401	olication Number	Savannah, Georgia 31402	Date Received Date Completed	
	73		. AUG - 6 1979 AUG 1 3 1979	
2.	Person to Contact	Working Title	Telephone Number	
	William L. Kilroy, J	_	964-1721, # 211	
3.	Action Requested			
	•	Schedule; record will continue to accumulate.		
	b. Dispose of present ac	ccumulation; no further accumulation anticipated.		
		No Check One: 🗆 Change; 🗆 Superce		
	Dates of Series rliest Latest	5. Records Series Title (followed by title used in office; if di	ifferent)	
	1969 To Date	Visitor Code - 1024		
5.	Civision and Office Function			
	•	rtment is responsible for vehicle security (
		, logging of non-registered vehicles, process nal security (conducting record checks for a		
		procedures for integrity, investigation into		
		security (conducting rolling patrols and ke		
		ain fire prevention systems, conduct fire pro		
		lice personnel. Enforces traffic ordinances		
		ntains liaison with other agencies; example,		
	Customs including su	rveillance, investigation and pilferage acti	vities.	
	•	•		
7.	Record Series Description	This file contains the following documents (include form no Attach semples of the file.	umbers and titles, if any):	
Documents relating to:		Persons entering the Port facilities for the purpose of boarding and		
		visiting a vessel in Port.		
}	e al andreas	Visitor Codo - 1024 Form showing, dato	ontoring data leaving	
	included are:	Visitor Code - 1024 - Form showing: date entering, date leaving, gate, gate officer, vehicle description, tag registration, driver		
,		information, passenger information, desti		
İ		G.P.A., pass attached, remarks, officer's		
ı				
	• ,			
	ı	·		
!	File is arranged:	Alphabetically by ship name.		
	rie is arrangeu.	Alphabetically by Silly Hame.		
_	Manakin Rafarana San			
5.	Monthly Reference Rate	How often are records referred to which are:	3	
!	One to six months old	Seven to twelve months old	to twenty-four months old;	
	twenty-five months and olde			
9.	Annual Rate of Accumulation	on of Records; Shelves; Shelves;	Other (enecific)	
	Personal Systems -	County Coyst Head of Street 2	Other (Subcriy)	

(Over)

×		a. Is this the offi		series?	t <u> </u>		*
<u> </u> 	×	b. Does the series contain confidential information requiring enquiring handling? If we give law as completed					
	×	c. Is this a vital record?					
	×	d. Does this serie	s have historica	or long term rese	arch value?		
}		e. When one or t	wo documents i	n the file make it	necessary to keep the entire	ile for a long period, could	I these
	X		scheduled separ		مر مر خود دار کار الارمامالواری		
				~	ublished? If yes, attach coonalyzed and/or recorded in a		
	×	If yes, artach o	DOY.	(113 251 (62 646) 6	mary zeu and/or recorded in a	summarized report?	
<u>×</u>		h. Is there a dupling if yes, where?	ication of this s U.S.Cus	eries in your offic toms, U.S.	a, or in another office or ager mmigrations, Metro D	ncy? rug Squad, Savannah	Police
 -	×			on of iti regularly			
111	لحبيب	L. Loes the recor		a computer print			
		non madenaments	1 13	e ionowing reduit	es the series to be kept:		
		te Law		years.	d. Audit period		years.
Í		tute of limitation teral law		years.	e. Administrative n		vears.
	c. – 80	zerai :aw		years.	f. Federal retention	instructions	years.
	Attach	copy or excerpt of	laws or regulation	ne Evelsia admir	histrative need		
;	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Copy of excerption	assa or independent	Explain admi.	iistratias need.		,
:				•			
; ; d							eta i
							
12.	Apero	ved Disposition Insti		- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	ands that the file series be cur	•	• •
		() () () () () () () () () ()		Calendar Year;	Fiscal Year; Other		then,
	⊠ Ho	ld in the current file:	s area	_ month(s)	year(s); then		· :
į	囚 Tra	insfer to local holdin	g area, hold	1year(s);	then	•	• -
		insfer to State Recor	ds Center; hold	yea	(s); then		-
,		stroy, Insfer to State Archi	use for narmano	ent retention		,	·
ļ		ner (Specify)	ves for perinarie	int retention.	•		
	•			•			
					· · · · · · · · · · · · · · · · · · ·		
,	۴h,	Chatham County	/ Police, D	rug Enforceme	nt Agency		
	1		•				
						. • • • •	
	-			in the second	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	V — v • v	•
				• • •		• 👱	
							,
	These	instructions apply to	all prior and fi	itues accumulatio	ns of the series		

		1/2 / /01 -					· · · · · · · · · · · · · · · · · · ·
Ager	ICY HE	ad/Designee (Signa	(Ure)	Date	Records Management Office	er (olignature)	Date
	8	Stud	`	82/79	wo Mox less /	Lois Smooth	8-1-79
					Same David	Yn WZK	P
Reco	mmen	dations in para-			State Records Com	Tures (Signature)	Date
grapi	raph 12 are approved. State Auditor/Designee				8-10-29		
	If disapproved, attach letter						
or ex	pianat	70 n.)	Secretary of	State/Designee	canal	rav	8-7-79
		r Salladigly, series di estimblyani, in anyong personang generalis	Attorney Ge	eneral/Designee	MAThe	ll	8-10-79
	·			· · · · · · · · · · · · · · · · · ·			